

**DEPARTMENT OF HEALTH SERVICES**

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November 4, 1994  
CMSP LETTER 94-6

To: ALL CMSP COUNTY WELFARE DIRECTORS

Subject: EXPEDITED ELIGIBILITY PROCESS

The Small County Advisory Committee (SCAC) to the County Medical Services Program (CMSP) at their October 27, 1994 meeting approved the CMSP Case Management Pilot Project, including a component which would provide for an expedited eligibility process. In previous correspondence from this Office and from the Chairperson of the Eligibility Subcommittee, we shared information on the expedited process and solicited your direct participation in the developmental stage. The process outlined below was developed with input from Butte, El Dorado, Colusa, Madera, Marin, Siskiyou, Solano, Sonoma, and Tehama Counties. In order to have the system in place in a timely manner, PLEASE PROVIDE THIS OFFICE WITH THE NAME, ADDRESS, PHONE NUMBER, AND FAX NUMBER OF YOUR COUNTY'S DESIGNATED CONTACT PERSON FOR THE EXPEDITED ELIGIBILITY PROCESS BY TUESDAY, NOVEMBER 28, 1994. If we do not receive this information by the deadline shown, the County Welfare Director will be considered the contact person for this process until a more appropriate contact is designated.

## BACKGROUND

William M. Mercer, Inc. in its report to the SCAC made several recommendations which it had concluded could lead to substantial CMSP program cost savings. One of these recommendations was that the CMSP should implement a case management system for persons on the program. The SCAC established a Task Force to explore and develop various alternative case management approaches for the CMSP. After examining a variety of approaches, the Task Force concluded that "targeted case management" performed by CDHS staff at certain hospitals would yield significant savings. Liability considerations dictated that case management be done only to persons who were CMSP Eligibles and highlighted the need for an expedited eligibility process. Accordingly, a Task Force work group was formed and, with input from other counties, developed the process described below.

## PROCESS OVERVIEW

The Case Manager (CM) determines that an individual located in a participating hospital is at risk of incurring high costs and is a suitable candidate for case management based on the medical case record. The CM contacts the Expedited Eligibility Clearinghouse Unit (EECU) located in Sonoma County to find out if the individual is already a CMSP/Medi-Cal eligible. If the individual is not already a CMSP eligible, the EECU, working with the individual, their authorized representative, or a hospital contact person, would evaluate the eligibility for the individual based on a short form application and any accompanying information/affidavits. If determined eligible, the EECU would contact the appropriate home county contact person who would either oversee or actually take the steps necessary to establish the case based on the expedited eligibility determination. Each newly eligible individual would have their eligibility redetermined by the home county within 3 months including a mandatory Medi-Cal disability based application (which includes the formal disability evaluation process).


Certain individuals will be determined not eligible for the CMSP through this process due to: information which is insufficient, unclear, inconsistent ; information which suggests that the individual does not meet program requirements; information which indicates that the individual would be eligible with a Share of Cost; information that the individual has a pending CMSP application in his/her home county. These individuals' information will be forwarded to the home county for appropriate action and will not be case managed.

The expedited eligibility system is designed to reach a conclusion on an individual's eligibility and establish a case record within forty-eight (48) hours of identification by the CM. Of the six hundred (600) individuals referred to the EECU, we estimate that three hundred (300) individuals per year from the fourteen (14) targeted hospitals will be case managed. The expedited process is being created to expedite and not invent eligibility for this target population. Under the system the home county will not be held liable for the expedited eligibility determination and will have the right to override an EECU determination of eligibility.

Please note that this is a brief overview of the entire process and is not intended to cover all issues/situations which may arise. Future correspondence including detailed expectations and procedures for all those involved in the process will be sent to you as well as to the designated

contact person. Mr. Albert Cooper of my staff has been designated as the project coordinator for this activity. Please forward the information requested above regarding you county contact person directly to him by FAX at (196) 322-1533. If you have any questions about this letter or the expedited eligibility process, you may contact Mr. Cooper at (916) 322- 1615. Thank you for you attention to this matter.

Sincerely,



Jim Martinez, Chief  
County Medical Services Program